

Fire Prevention Code Permit Instructions:

- Complete all sections applicable on the permit application.
- Contractor must have a valid *Mercantile License*.
- Fire sprinkler installer must have valid liability insurance.
- A Building permit application is required with all work or inspection related Fire Prevention Code Permits.
- A separate Fire Prevention code permit is not necessary if included on the building permit application and indicated in the appropriate section.
- All new fire protection systems must be accompanied by a sealed drawing, which must be approved by the Bureau of Fire.
- Your Fire Prevention Code Permit application must include the work to be performed as well any testing that may be required.
- An annual Fire Prevention Code Permit is required for all applicable businesses and is separate from work or inspection related Fire Prevention Code Permits. An annual Fire Prevention code Permit cannot be secured in lieu of a work or inspection related Fire Prevention Code Permit.
- Sign and date your application.